



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

AQOC

AUG 14 1997

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION
OFFICES

SUBJECT: DCMC Memorandum No. 97-041, DCMC Overhead Center (OHC) Operations --
Phase II (INFORMATION)

This is an INFORMATION memorandum. It is effective until content is included in DLAD 5000.4, superseded, or rescinded. Target Audience: All DCMC employees.

To ensure widest dissemination, the attached memorandum outlining the Phase II operating procedures of the DCMC Overhead Center is now an INFORMATION memorandum. Please note that the attachment to the memorandum has been revised to show current and future visits to Contract Administration Offices.


JILL E. PETTIBONE
Executive Director
Contract Management Policy

Attachment



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DCMDI-C

JUN 19 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

SUBJECT: DCMC Overhead Center (OHC) Operations - Phase II

The OHC has concluded its initial assessment of the overhead backlog and will have its full compliment of personnel on board by the end of July. It's time for the team to move into the next phase of operations. To that end, Lt Col Mike Falvey has established "Portfolios" for each action officer assigned to the OHC and new operating procedures which will focus their efforts and empower team members to develop aggressive plans for providing hands-on assistance to our Contract Administration Offices (CAOs).

Each OHC action officer's portfolio contains at least one "pacing" CAO (e.g., a CAO that has a significant overhead backlog and, perhaps more importantly, significant issues that have contributed to its existence). Each portfolio also contains several additional CAOs that have a less significant overhead backlog and/or issues (see Attachment). The portfolios were not established solely based on open overhead years and issues. Other factors included the types and numbers of contracts, the experience levels of the Administrative Contracting Officers (ACOs), the proximity to and availability of Defense Corporate Executive support, and the numbers of smaller DCMC offices in the surrounding area that could be included in any visits and/or seminars that OHC team members scheduled with their portfolio CAOs.

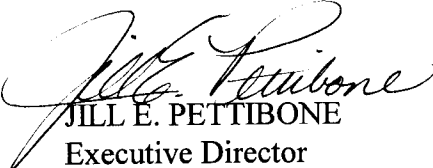
Procedurally, the OHC action officers will now begin working directly with CAO Process Champions to determine what type of support is needed and when it should be provided. The OHC will continue to coordinate with the District Process Champions prior to making site assistance visits. The District Process Champions are always invited to participate in all OHC assistance visits; however, the availability of District personnel will not be a prerequisite for scheduling OHC visits. OHC team members will provide written feedback to District Process Champions following any CAO visits which the District Champion was unable to attend. An E-mail synopsis/message will suffice.

Team members will schedule an introductory meeting with CAO Commanders on their initial visits. Subsequent visits will be coordinated through the CAO Process Champion. The OHC team members should quickly establish relationships with CAO Commanders and TAG Chiefs and become recognized experts within the CAOs as they develop mentoring relationships with local ACOs and work with them to ensure that we



meet DCMC's goals for overhead closeout, Forward Pricing Rate Agreements, and resolution of Cost Accounting Standards noncompliance cases.

Please share this correspondence with all of your Commanders. The OHC has done a good job of establishing itself as an assistance team. It's now time to make that Assistance with a capital "A." It's time for Phase II. I also urge you to call Lt Col Falvey, OHC Team Chief, at DSN 427-3395 or (703) 767-3395 if you have questions on OHC operations.


JILL E. PETTIBONE
Executive Director
Contract Management Policy

Attachment

OVERHEAD CENTER PORTFOLIOS
(w/Tentative Visit and/or Revisit Dates)

Glenn Gulden

- Baltimore, MD (Aug 97/Nov 97)
- Phoenix, AZ (Jul 97/Jan 98)
- Orlando, FL (Jul 97/Jan 98)
- Executive Compensation
- IR&D/B&P
- Final Overheads

Ron Youngs

- Van Nuys, CA (Sep 97/Dec 97)
- Seattle, WA (Sep 97/Mar 98)
- Pittsburgh, PA (Oct 97/Apr 98)
- Syracuse, NY (Dec 97/Jun 98)
- CIPRs
- Training

Marolyn Russell

- San Francisco, CA (Oct 97/Jan 98)
- Stratford, CT (Oct 97/Apr 98)
- Long Island/Bethpage &
New York, NY (Oct 97/Apr 98)
- LM Sunnyvale, CA (Sep 97/Mar 98)
- CAFU
- FPRAs

Patricia Janik

- Boston, MA (Aug 97/Nov 97)
- Detroit, MI (Sep 97/Mar 98)
- Chicago, IL (Aug 97/Feb 98)
- San Diego, CA (Sep 97/Mar 98)
- MMR Support/Metrics
- CIPRs
- Contract Closeout

Myla Edwards

- Santa Ana, CA (Jun 97/Oct 97)
- Cleveland (Oct 97/Apr 98)
- St. Louis, MO (Jul 97/Oct 97/Jan 98)
- MD Huntington Beach, CA (Jul 97/Jan 98)
- San Antonio, TX (Sep 96/Mar 98)
- Environmental
- EEO
- Should Costs

John McPherson

- Los Angeles, CA (Sep 97/Dec 97)
- Twin Cities, MN (Aug 97/Feb 98)
- NG Hawthorne, CA (Jul 97/Jan 98)
- Indianapolis, IN (Aug 97/Feb 98)
- FPRAs
- CAS
- Penalties

Patrick Ring

- Actuary

George Matray

- Actuary

William Hill

- Denver, CO (Oct 97)
- Atlanta, GA (Nov 97)
- Dallas, TX (Dec 97)
- LM Delaware Valley
- Mergers
- Legal Costs

NOTE: CAOs not listed will be incorporated into portfolios as required. All CAOs will be supported by the Overhead Center.